



(ADMINISTRATIVE COORDINATOR)

(Full-Time Position)

The Schizophrenia Society of Ontario (SSO) is a charitable organization servicing the community since 1979 with regional offices and services across Ontario. Our mission is to make a positive difference in the lives of people, families and communities affected by schizophrenia and psychotic illnesses. Our services include:

- ✓ Support services to individuals, families and communities
- ✓ Partnerships with government and businesses
- ✓ Education, training and resource centre
- ✓ Youth mentorship and empowerment initiatives
- ✓ Advocacy and impacting systems change

Part A

Position Overview:

Reporting to the Director of Finance/Administration, the Administrative Coordinator supports all activities of the Chief Executive Officer, including liaison with the Board of Directors, coordination of meetings and schedules, minute taking, correspondence, preparing reports and responding to issues and inquiries on behalf of the Chief Executive Officer as required. The Administrative Coordinator oversees the administrative function in the provincial office and three offsite satellite offices; ensuring reception and administrative support is effective and efficient, office equipment and contracts are in place, lease and contractual arrangements are negotiated. The position also provides administrative support to the human resources function; job descriptions, filing, employment letters etc. The position provides supervision to the receptionist/administrative assistant.

Part B

Key Areas of responsibility:

Provide support to the Chief Executive Officer

- Respond to calls and inquiries
- Scheduling
- Support for all Board of Directors related functions
 - Prepare reports and Board packages for Board and committee meetings
 - Coordinate meetings, agendas and minute taking
 - Liase with the Board as directed by the CEO
 - Preparation of Annual General Meeting packages and all meeting logistics
- Draft correspondence as required
- Support for key meetings both internally and externally as required. Support to key CEO functions such as; strategic and operational planning, report and document preparation, management team and performance reviews

Administrative Support

- Assisting the Director of Administration and Finance in ensuring the society is compliant with all legislative requirements.
- Oversees all physical space and office equipment -
. includes contract management, negotiation agreements, sourcing competitive prices
- Maintains all Office organization and supply ordering
- Maintains and oversees all filing systems; electronic and hard files for the corporation.
- Supervises the reception/administrative assistant
- Participate in the recruitment, hiring, orientation and ongoing performance management of administrative staff. Provide feedback, support and professional development opportunities as required.
- Develops and prepares all required administrative forms and reports
- Supports all corporate report filing to government and non-government bodies
- Maintains and regularly updates the Corporate - Policy + Procedures manual
- Responsible for submitting requests for certificates of insurance to insurance provider
- Travel Arrangements – Flights & Hotels for staff as required
- Ensures all setup for Meetings
- Petty Cash Reconciliation

Human Resources Administration

Supports the Hiring (HR) Process for all positions

includes the following;

- Responsible for job postings
- Resume compilation
- Setting up Interviews
- Preparation of offer letters

- Setting -up of new employee files
 - Orientation – New Employee – Binder
 - Submission of Police check
 - Submission to IT for new employee email set-up
 - Supports the payroll function by maintaining accurate employee records
 - Ensures Health + Safety compliance
 - Ensures AODA compliance
 - Vacation/Sick Time Monitoring
 - Maintain and update the HR policies and procedures manual as required
 - Performance Reviews – ensures that supervisors receive the required forms on a timely basis in order to complete the performance report
 - Other Duties as assigned
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Part C

Education and Experience:

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- Related post-secondary training and 5 years office administration experience including some supervisory experience
- Proficiency with MS. Office
- IT – experience with technology and being the first point of contact for related IT issues
- Office equipment purchasing and managing the budget for the equipment
- Experience working directly with a CEO and supporting the Board of Directors

Relevant Skills and Attributes:

- Strong interpersonal, leadership and team building skills
- Superior organizational and communication skills
- Tact and diplomacy
- Understanding and strong appreciation for the role of a volunteer based organization
- Accuracy and attention to detail
- Ability to work with and support satellite offices, and a Board and its committees
- Ability to multi-task
- Willingness to participate in varied SSO activities

Scope/Accountability:

- Represent the Executive Office in a professional manner
- Work with a minimum of supervision
- Negotiate costs for goods and services and develop cost saving initiatives
- Assist in the development and monitoring of policies and procedures
- Maintain confidentiality of employee records
- Correspond with the Board and various committee members
- Provide input into the operating budget and annual operating plan

Key Contacts:

- Chief Executive Officer, Director of Finance, Board of Directors to provide and exchange information as well as to convince and/or influence
- Suppliers of goods and services (insurance, leases, government contacts) to negotiate rates and services and to exchange information
- SSO Provincial Office, Regional staff as well as volunteers

Physical Effort & Working Conditions

- Works in an office environment in which there are deadlines, including some weekend work for Board and Committee meetings. Use of computer for extended periods to prepare reports.

To apply for this exciting opportunity, please submit your resume and cover letter (one document in Word or pdf format) by **Friday, April 21, 2017** via e-mail to info@schizophrenia.on.ca. This posting will remain active until the position is filled.

As an employment equity employer, SSO actively seeks Aboriginal peoples, people from racialized communities, women and additional diverse identities for our organization.

We thank all applicants in advance, but only those selected for an interview will be contacted.